

October 24, 2013

## **TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

### **JOB OPENING**

<b>Position Title:</b>	<b>Natural Resource Specialist III</b>
<b>State Position Classification:</b>	<b>Class No. 2684/B19</b>
<b>Minimum Starting Annual Salary:</b>	<b>\$41,416.00</b>
<b>Required Travel:</b>	<b>As Needed (Statewide)</b>
<b>Location:</b>	<b>Temple, Texas</b>

### **GENERAL DESCRIPTION**

Performs entry to intermediate level professional planning and project management. Responsibilities involve contributing to development of local, regional and/or state level plans or programs related to natural resource conservation with an emphasis on nonpoint source pollution abatement, water quality project management and implementation. Develops and carries out operational procedures for implementing programs and establishes methods for measuring progress related to their implementation. Statewide and overnight travel is required. Participates in health and safety training.

### **EXAMPLES OF WORK PERFORMED**

Collects, organizes, and analyzes data required in the development, implementation and evaluation of plans or programs to implement resource conservation and nonpoint source pollution abatement measures.

Participates in planning conferences, workgroups and task forces as assigned.

Reviews and evaluates planning material related to resource conservation and nonpoint source pollution abatement.

Consults and communicates with other departments, agencies, soil and water conservation districts and other groups in furthering interest and/or action regarding plans and programs related to resource conservation and nonpoint source pollution abatement.

Assists with agency involvement in total maximum daily loads and watershed planning efforts.

Assists in developing and reviewing quality assurance project plans.

Conducts field evaluations of resource conservation and nonpoint source pollution abatement projects or programs.

Assists in developing procedures for implementing resource conservation and nonpoint source pollution abatement plans or programs.

Provides administrative assistance to the nonpoint source management program.

Prepares and presents presentations on the nonpoint source management plan program.

Tracks deliverables, maintains files, developing form letters, and generates reports.

Performs other duties as assigned.

## **EXPERIENCE AND EDUCATION**

Experience in planning and compiling and analyzing data and information. Graduation from an accredited four-year college or university with major course work in agriculture, watershed management, environmental science, natural resource conservation, water resources or a related field is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of conservation planning; government organization and administration; formulation, coordination, and implementation methodologies; and the agency's mission and interrelation with other departments. Ability to evaluate planning material prepared by consultants and other departments. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows and Microsoft Office. Proficiency in Microsoft Word, Access, Excel, PowerPoint and Adobe Acrobat Pro are required.

Ability to communicate with others in order to provide information, advice, and guidance to technical and program officials and provide/obtain information from agency employees, state and local planning commissions, and other organizations on a variety of controversial or complex issues. Good written and oral skills are required. Knowledge of the Clean Water Act, Texas Total Maximum Daily Load Program, quality assurance procedures, and the NRCS Field Office Technical Guide is preferred.

Incumbent must be able to accomplish light lifting (15-44 lbs.) safely and participate in sustained moderate physical activities with full range of motion. Must have the ability to work effectively in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

## **APPLICATION PROCESS**

Complete a State of Texas application. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application.

For additional information, visit our website at <http://www.tsswcb.state.tx.us> or contact:

Human Resource Department  
Texas State Soil and Water Conservation Board  
PO Box 658  
Temple, TX 76503

*The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status.*

### **\*\*\*\*Important Notice\*\*\*\***

**This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of Section 319(h) of the federal Clean Water Act. Funding is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds. All other employment policies and procedures are the same as those that apply to all Texas State Soil and Water Conservation Board employees.**